



BEAUFORT WEST MUNICIPALITY

NOTICE No. 49/2018

BID No. SCM 08/2018



SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT FOR 3 YEAR PERIOD

Bids are invited by the Municipal Manager of BEAUFORT WEST Municipality for the supply, delivery, installation, maintenance and financing of office automation equipment for 3 year period.

Enquiries regarding the specifications may be directed to Mr. A.C. Makendlana at amos@beaufortwestmun.co.za, or Mrs S.A. Pothberg for bid documents at telephone number: 023-414 8181. The bid documents are available at the Offices of the Supply Chain Management Unit in Simpson Road, BEAUFORT WEST, 6970 and is also available electronically at courtneye@beaufortwestmun.co.za or scm@beaufortwestmun.co.za from **Monday, 25 June 2018**.

A non-refundable fee of R228.00 (Two hundred and Twenty Eight Rand), is payable for a set of documents. The fee must be deposited into the account of the **Beaufort West Municipality** at **NEDBANK**, Branch Code: **198765**, Account Number **107 428 0318**. The reference number for confirmation of payment is: **10/10000/100/020110** and bid documents will be made available upon provision of proof of payment.

Bids in sealed envelopes endorsed "**SCM 08/2018: SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE AND FINANCING OF OFFICE AUTOMATION EQUIPMENT**" must be mailed to: **Private Bag 582, Beaufort West, 6970** or be deposited in the **TENDER BOX** at the **Office of the DIRECTOR: CORPORATE SERVICES**, at the **Sanlam Building, 112 DONKIN STREET, BEAUFORT WEST**, to reach the undersigned by not later than **14:00** on **FRIDAY, 13 JULY 2018** on which date bids received, will be opened in public in the Committee room of the **BEAUFORT WEST MUNICIPALITY**.

Telegraphic, telephonic, telex, facsimile, e-mail and late bids time will not be accepted. The lowest, only or any bid shall not necessarily be accepted and the Council reserves the right to accept any part of the bid.

The bid must be valid for a period of 90 (thirty) days after the closing date. The bid will be subject to Council's Supply Chain Management Policy, the Preferential Procurement Policy Framework Act and the Amended Preferential Procurement Regulations, 2017. The 80/20 preference points system will be applicable.

It is prerequisite that all prospective service providers who are not yet registered on the Central Supplier Database; register without delay by completing the prescribed form. Application forms are obtainable on their website www.csd.gov.za.

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

KJ. Haarhoff
Municipal Manager

Ref. No. 6/1/2/1
Date: 22 June 2018